



# Cosmetology/Esthetics Policies & Procedures

## Dress & Appearance

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Cosmetology	Esthetics
Solid Black scrubs (top & bottom)	Solid Dark Gray scrubs (top & bottom)

- Instructors may occasionally approve WGTC/program t-shirts with scrub bottoms
- **Shoes:** Black laced tennis shoes or non-slip black nursing shoes only
- Jewelry allowed unless deemed a hazard by the instructor
- Arrive groomed: hair styled and makeup done (when applicable)
- **Nails:** Clean, no longer than ¼ inch — no artificial nails
- No hats, scarves, or head coverings (medical exceptions considered)
- **Not allowed:** Hoodies, shorts, halters, tank tops, spaghetti straps, midriffs, or anything exposing skin

## General Policies

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### Sign-In / Attendance

- Sign in and out daily on the designated computer and/or instructor's sheet
- Signing in for another student results in an automatic Code of Conduct violation
- Notify instructor any time you leave the department or will be tardy/absent

### Classroom Rules

- No eating, drinking, or cell phones in classrooms or labs
- Students retaking a failed course must redo all work from scratch

### Client Services

- Appointment changes/cancellations require instructor approval
- **Chemical services** require instructor pre-approval and a **\$7.00 fee** — no exceptions
- Students may not refuse to perform a service; first refusal = documented warning, second = Work Ethics violation

### Sanitation

- Clean, sanitize, and disinfect work areas and tools throughout and at the end of each day
- Weekly chore lists will be posted and must be completed

### Professionalism

- Unprofessional behavior, foul language, or disruptive conduct results in a Work Ethics violation

## Lab Skill Sheets

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- Required for all courses (except COSM 1000, 1120 and ESTH 1000, 1010, 1120)
- Must be performed daily and completed in full with instructor sign-off
- **Incomplete lab sheets result in an automatic F**

## Course & Program Requirements

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### Syllabus / Course Agreement

- Must be signed in Blackboard for every course by the last day of drop/add or the student will be dropped

### Course Sequence

- **Cosmetology:** Complete COSM 1000, 1010, 1020, 1030, and 1040 before advancing to 1050, 1080, 1090, and/or 1100
- **Esthetics:** Complete ESTH 1000, 1010, 1020, and 1030 before advancing to 1040, 1050, and 1060

### Cohort / Semester Off Policy

- These are cohort programs — students must progress without skipping semesters
- Taking any semester off forfeits your seat; re-entry may be 2–3 semesters later

### 4-Year Limit

- All program courses must be completed within 4 years; otherwise the entire program must be retaken
- Students absent 2–4 years will be evaluated and required to retake at minimum one full semester

### Transfer Policy

- Campus/time frame transfers require prior approval via the Cosmetology/Esthetics Transfer Form: [forms.office.com/r/KZJF1UnFRU](https://forms.office.com/r/KZJF1UnFRU)
- Approval based on seat availability; decided within 7–10 days by the Director
- Only 1 transfer allowed per program unless extenuating circumstances are documented

### Dual Enrolled / HS Students (Fall Semester)

- May continue to COSM 1040 if they don't pass COSM 1020
- Failure to pass COSM 1000, or both COSM 1020 and 1040, blocks progression to the Spring semester

### Field Trips

- Mandatory; canceled only if more than 50% of students cannot attend
- A signed field trip form is required by the deadline

### Graduation Deadlines

Submit an online graduation application by the following deadlines:

Completer Type	Application Due
Fall / December	July 15
Spring / May	October 15
Summer / July	March 15

## Hour Requirements

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The Georgia State Board of Cosmetology and Barbers mandates required clock hours per course. Hours cannot be earned outside of class. Instructors track hours through the daily clock-in/out process.

Student Type	Non-Emergency Absences	Emergency Absences (w/ documentation)
Traditional (6 hrs/day)	1 day	1 day — must make up during opposite class time
Dual Enrolled / HS (2.5–3 hrs/day)	2 days (max 6 hrs)	2 days — must make up during evening or opposite class time

### Emergency Absence Makeup Process

- Documentation must be provided upon return to class
- Instructor emails the opposite/evening class instructor with student name, documentation, and daily lab sheet
- Student must then email the opposite class instructor (CC their own instructor) to schedule makeup days at the instructor's designated times

### Exceeding Absence Limits

**Exceeding allowed absences — for any reason — requires withdrawal or results in a failing grade. No exceptions, including medical situations, bereavement, car problems, or pre-scheduled vacations.**

### Tardies

- Arriving late or leaving early = tardy
- 3 tardies = 1 absence
- Missing an entire class period across 2 tardies = 1 absence

### Participation

- Students must actively participate to be counted present
- Refusing to participate: instructor will dismiss the student and it counts as a non-emergency absence

### Withdrawal

- Students who cannot meet hour requirements should withdraw before the deadline or receive a failing grade
- Students are responsible for initiating their own withdrawal
- Incomplete lab skill sheets result in an automatic F

## Late & Makeup Requirements

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### General Policy

- **No makeup work policy:** missed tests will not be reopened; late assignments will not be accepted
- With documentation for an emergency absence, missed assignments must be made up at the next class meeting
- Makeup requests are due upon arrival at the next class period; undocumented absences receive a zero (0)
- All makeup work and time is scheduled at the instructor's convenience

## Dual Enrolled / High School Students

- **School-led activities:** a written parent/guardian note is required, plus an email or letter from the high school teacher on official letterhead sent from an official school email address, including the date, time, and activity
- Official school activities count as an extenuating circumstance
- Only tests, exams, finals, and exit exams may be made up for school activity absences
- Students have 3 days upon returning to schedule makeup dates with their instructor

*Acceptable documentation includes: hospitalization, jury duty, bereavement, accidents, and similar circumstances.*

## Concerns & Grievances

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### Academic Concerns — Chain of Command

1. **Step 1:** Instructor (in person, email, or with a neutral party)
2. **Step 2:** Lead campus instructor
3. **Step 3:** Director of Cosmetology/Esthetics
4. **Step 4:** Dean of Public Safety & Professional Services
5. **Step 5:** VP of Academic Affairs

### Non-Academic Concerns — Chain of Command

- Step 1: Instructor (in person, email, or with a neutral party)  
Step 2: Formal grievance via [westgatech.edu/knightcomplaints](http://westgatech.edu/knightcomplaints)

*Each step beyond Step 1 requires documentation of prior attempts to resolve the issue.*

**\*I have read, understand, and agree to adhere to the enclosed Cosmetology/Esthetics policies and procedures and given in this document\***

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_